

# 11th Judicial Circuit

St. Charles County

**Job Title:**

Court Clerk II

**Salary Range:**

\$25,536.00 annually

**Location:**

St. Charles County Courthouse, 300 North Second Street, St. Charles, Missouri 63301

**Duties:**

Performs technical court clerical work in the filing, processing and disposition of cases. Reviews legal documents for completeness, adequacy and accuracy; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to supervisors. Determines proper routing of complaints, petitions, application for letters and other filings; notifies parties. Assures completeness and accuracy of records. May enter minutes of court proceedings, operate electronic sound recording equipment and other courtroom related duties. May process judgments, executions, attachment or levy forms, bonds, warrants, petitions and affidavits and reviews same for accuracy. Assists in scheduling trials, hearings, continuances and other matters. Answers inquiries and furnishes information by reviewing court records. Performs related work as required.

**Qualifications:**

Applicants must have strong PC, typing and clerical skills, including knowledge of Windows, Microsoft Office, Lotus Notes, scanners and use of other standard office equipment. Proficient interpersonal skills, ability to establish and maintain effective working relationships with coworkers, attorneys, litigants, judges and the public is required. Applicant must have exemplary customer service skills, accuracy and attention to detail. Graduation from high school or GED and two years of general clerical experience is required. Prior JIS (Justice Information System), OSCA Reports and court or legal experience will be given preference.

**How to Apply:**

Send resume to:

Judy Zerr, Circuit Clerk  
300 N Second St, Ste 216  
St. Charles, MO 63301

**Closing Date:** Position is open until filled.

*St. Charles County Circuit Court is an Equal Opportunity Employer.  
In compliance with the Americans with Disabilities Act, the court will provide  
reasonable accommodations to qualified individuals with disabilities.*